STRICTLY CONFIDENTIAL.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA
OF MYSORE

MANUAL

OF

COUNCIL RULES

AND

PROCEDURE

(Revised up to 1st April 1921)

BANGALORE:
PRINTED AT THE GOVERNMENT PRESS
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I.

RULES OF BUSINESS RELATING TO THE COUNCIL OF HIS HIGHNESS THE MAHARAJA, AS PUBLISHED IN NOTIFICATION NO. G. 1456, DATED THE 20TH AUGUST 1906.

(Revised up to 1st April 1921.)

THE following Order of His Highness the Maharaja is published for general information :—

I. In supersession of Notification No. 36, dated the 8th August 1902, His Highness the Maharaja has been pleased to direct that the Council, therein styled the Consultative Council, shall be styled "The Council of His Highness the Maharaja," and that it shall consist of the Dewan and two or more Members whose duty it will be to advise His Highness in all important matters.

II. The following rules are prescribed for the conduct of business in the Council of His Highness the Maharaja :—

Distribution by departments.

1. The work of the State will be distributed by departments between the Dewan and the Members as shown in the appended statement (Appendix A), which will be liable to alteration at the discretion of His Highness the Maharaja.

Scheduled cases.

2. Cases falling under the Schedule (Appendix B) appended to this notification shall be submitted by the Secretary in the first instance to the Dewan or Member, as the case may be, in charge of the department concerned, on whom will rest the initiative, entailing, where necessary, the preparation of a note for the consideration of the Council. They shall then be placed before the Council, and submitted, with the opinion of the Dewan and Members, for the orders of His Highness the Maharaja, by the Dewan.

Non-scheduled cases.

3. Cases not falling under the Schedule shall ordinarily be dealt with by the Member in charge of the department to which the case pertains. Similarly the Dewan will deal with non-scheduled cases pertaining to the departments under his charge.

Proviso.

Provided as follows:—

(i) The following questions shall be submitted to the Dewan before the issue of orders:—

(*a*) Questions relating to acting appointments and transfers requiring the approval of the Dewan under the note to clause (v) of the Schedule.

(*b*) Reviews of Annual Reports not coming under clause (iv) of the Schedule.

Copies of these should, immediately after issue with the approval of the Member in charge and the Dewan, be submitted to His Highness the Maharaja.

(*c*) Periodical promotions from class to class of officers mentioned in clause (v) of the Schedule.

(*d*) Questions involving rejection of the proposals of the Chief Court in regard to non-scheduled matters including remission of judicial sentences other than sentences of death.

(*e*) Any other case which a Member of Council or the Secretary concerned may, for special reasons to be recorded in writing, consider it necessary to place before the Dewan.

(*f*) Issue of Tour Notes of Members of Council.

(*g*) Estimates for works between Rs. 10,000 and Rs. 25,000.

(*h*) All cases of the Railway Department in which the Member in charge does not accept the audit view or the view of the Financial Department.

(ii) References regarding *acting* appointments under Government Order No. 17108-47—Mis. 2647, dated 1st June 1903, involving a salary of Rs. 100 per mensem and above, may be disposed of under the directions of the Member concerned and the Dewan. All such *sub pro tem* and *permanent* appoint-

ments should be submitted for His Highness' sanction in the usual course.

(iii) The Dewan may, in any particular case, direct that the papers be submitted to him before the issue of final orders.

(iv) The Dewan may call for the records in any case in order to satisfy himself as to the correctness of orders issued under the directions of a Member.

(v) An abstract of the cases disposed of by each Member and of the orders issued shall be submitted every week to the Dewan for information.

NOTE.—Non-scheduled cases submitted to the Dewan or His Highness the Maharaja, after they are minuted upon by the Member in charge, under the proviso to Rule 3 of the Rules of Council Business, should *before issue of orders* be resubmitted to the Member concerned (if he is at headquarters) for perusal of the orders of the Dewan or His Highness as the case may be.

Procedure on difference of opinion.

4. Should any material difference of opinion between the Dewan and the Member be established with respect to a case falling under Rule 3, it will be in the discretion of the Dewan either to direct that the matter may be dealt with as though it were one falling within the Schedule, or to submit it direct for the orders of His Highness the Maharaja.

Non-scheduled cases in Council.

5. Subject to the provisions of Rule 3, the Dewan may refer non-scheduled cases to the Council, but such cases will not ordinarily be included in the agenda, nor will any formal resolutions be recorded thereon. Unless the Dewan otherwise directs, the opinion of the Council will be recorded on the file and the case will be further dealt with as a non-scheduled case.

Special powers of Dewan.

6. (1) If, in any matter connected with a department not immediately under his own charge, the Dewan considers that immediate action is necessary and that the delay involved in consulting the Member in charge of the department is likely to be prejudicial, he may issue orders on his own authority. In all such cases, a copy of the Dewan's orders shall at once be supplied to the Member whose department is concerned, and the proceedings shall be

at formal meetings of the Council will ordinarily be limited to those specified below:—

(1) The imposition of new taxes and the abolition of existing taxes. (Clause i of the Schedule.)

(2) Prosecution of public servants in cases requiring by law the previous sanction of Government. (Clause vii.)

(3) All cases involving the refusal or withdrawal of permission, or enforcement of other penalties, under the Mysore Newspapers Regulation, 1908. (Clause xvi.)

(4) Any matters other than those specifically mentioned in the Schedule upon which His Highness the Maharaja may wish to have the views of the Council. (Clause xxviii.)

(5) Cases in which there is a material difference of opinion between the Members of Government.

(6) Cases in which secrecy has to be maintained.

(7) Cases of personal conduct of officers involving questions of suspension or dismissal.

Disposal by circulation.

(*b*) The other scheduled matters will be dealt with, as a rule, by circulation, after the Member in charge of the department and the Dewan have recorded their views.

Revenue appeals.

15. (1) Appeals which lie to Government under Section 210 of the Mysore Land Revenue Code, IV of 1888, from the decisions of the Revenue Commissioner, in cases falling under clauses (*a*) to (*g*) of Section 221 thereof, and also appeals withdrawn from the Revenue Commissioner under Section 210A, shall be heard and decided by two Members of Council.

(2) In the disposal of the matters aforesaid, the following rules shall be observed:—

(*a*) When there arises a difference of opinion between the two Members of Council on any material question pending before them, such question shall be referred to the Dewan, and

reported for the information of His Highness the Maharaja, with a statement of the reasons which necessitated recourse to the special powers conferred by this Rule.

(2) The Dewan will also have power to initiate and work out questions of policy and re-organization in regard to any of the departments of the State in consultation with the Member of Council concerned.

Responsibility of Secretary.

7. The Secretary in each department will work under the general or special directions of the Dewan and be responsible to him except in regard to cases falling under Rule 3, as to which the Secretary will take the orders of the Member concerned.

Cases affecting two or more departments.

8. When any proposal originating in one department also affects any other departments and is of an important character, the papers should ordinarily be circulated to the Member in charge of each of such departments before final orders issue.

Member's power to call for information.

9. A Member may call upon the Secretary to supply information regarding a case pending before such Member, or regarding the manner of, or delay in, the disposal of any case which the Member has had before him.

10. A Member of Council may desire the Secretary concerned to circulate to him any case with which the Member is concerned before orders issue on it, provided that the issue of final orders passed in any case by the Dewan or His Highness, as the case may be, shall not be withheld on this account.

Meetings of Council.

11. The Council shall meet regularly at stated intervals. His Highness the Maharaja or the Dewan may summon a meeting of the Council whenever His Highness or the Dewan may deem it necessary.

12. The Dewan will regulate the order of business in Council and preside at the meetings.

13. A Journal shall be kept in which the opinions of the Council shall be recorded.

Disposal at meetings.

14. (*a*) Subject to any special instructions that may be given by the Dewan in particular cases, the classes of cases to be referred for consideration

the decision of Government shall follow the opinion with which the Dewan agrees;

(*b*) No order of a subordinate officer shall be modified or reversed without due notice of the hearing of the case to the party whose interest will thereby be affected;

(*c*) Any party appearing in person will be duly heard, provided that a woman or a minor may appear by her or his next friend or guardian.

APPENDIX A.

Distribution of work by departments between the Dewan and Members. (From 23-2-20.)

	Major	Minor
Dewan.		
Sirdar M. Kantaraj Urs.	Important cases and work of all departments and all cases of the following departments:— Palace and Political. Financial. Economic Conference. Land Revenue.	Bangalore City Municipality. Mysore City Municipality. Mysore City Trust Board. Efficiency Audit. Revenue Survey. Food Supply. G. M. Subjects as per list No. I. (*Vide* page 8.)
Extraordinary Member.	Military.	* * *
First Member.		
Mr. A. R. Banerji.	Public Works. Electrical. Railways. Geology and Mining. Industries and Commerce. Education and University.	Archæology. Meteorology. Printing and Stationery. G. M. Subjects as per list No. II. (*Vide* page 8.)

	Major	Minor
Second Member.		
Mr. P. Raghavendra Rao.	Excise. Forests. Agriculture. Muzrai. Local and District Boards. Municipal Boards.	Registration. Stamps. Co-operative Societies and Agricultural Banks. Government Gardens. Museum. G. M. Subjects as per list No. III. (*Vide* page 8.)
Third Member.		
Mr. Mir Humza Hussain.	Legislation. Judicial. Police. Medical. Military (during the absence of His Highness the Yuvaraja).	Prisons. Public Health and Sanitation. Malnad Improvement. G. M. Subjects as per list No. IV. (*Vide* page 8.)

Note.—1. First Member of Council to be the Chairman of the Board of Industries and Commerce.
Second Member of Council to be the Chairman of the Board of Agriculture.
Third Member of Council to be the Chairman of the Board of Education.

2. Routine papers of the Bangalore and Mysore City Municipalities as per list below to be submitted to the Second Member.
Routine papers of the Financial Department to be submitted to the Third Member.

List of Routine papers of the Bangalore City Municipality, Trust Board, Mysore, and the Mysore City Municipality.

1. Retention in service or retirement of over-aged officials.
2. Progress reports of works, D. C. B. statements, etc.
3. The following matters coming up for the sanction of Government under Rule 27 of the Municipal Account Manual, *viz.*—
   (*a*) Minor changes in the scale of permanent establishment.
   (*b*) Entertainment of temporary establishment for more than three months.
   (*c*) Estimates for ordinary original works such as deviation of roads, drains, etc., up to Rs. 5,000.
4. Acquisition of properties not connected with any large scheme.
5. Refunds, remission and petty defalcations.
6. Grant of petty allowances, etc., to Municipal and Trust Board officials.
7. Grant of sites in ordinary cases, *i.e.*, where no special circumstances exist.
8. Acceptance of tenders for ordinary works by the Trust Board.

APPENDIX B.

SCHEDULE

OF

Subjects which shall be placed before the Council and Submitted with the opinion of the Dewan and Members for the Orders of His Highness the Maharaja.

(i) The imposition of new taxes and the abolition of existing taxes, except those levied or abolished under definite statutory provisions by Local Boards and Municipalities other than the Bangalore and Mysore City Municipalities.
(ii) Measures of Legislation.
(iii) (*a*) Annual general financial review and proposals for utilising the surplus.
(*b*) Supplemental applications involving material increase of sanctioned budget grants.
(iv) Annual Administration Reports of the Land Revenue, Excise, Forest, Judicial, Police, Education, Public Works, and Railway Departments; Reviews of Administration Reports of other Departments when they pass orders on scheduled matters.
(v) The appointment, removal, promotion (other than promotion from class to class) withholding of periodical increments, suspension and reduction in pay or rank, of officers in and above the grades specified below :—
(*a*) Assistant Commissioners,
Subordinate Judges,
Assistant Superintendents of Police,
Assistant Surgeons,
Assistant and Sub-Assistant Forest Conservators,
Assistant and Sub-Assistant Engineers,
Excise Assistants,
Assistant Geologists,
Assistant Comptrollers,
Assistant Superintendents of Revenue Survey, and
Gazetted Officers of the Education Department;

(*b*) All Secretaries to Government;
(*c*) City Magistrates, Government Advocate and Public Prosecutors;
(*d*) Superintendents, Central Jail, Government Press, Stationery and Stores, Botanical Gardens and Museum and Stamps;
(*e*) Vice-Presidents of the Mysore and Bangalore City Municipal Councils;
(*f*) Munsiffs, Amildars and Deputy Amildars.

Note to Clause (V).

Transfers, acting appointments and arrangements for temporary charges of offices.

(1) All *acting* appointments and transfers of Revenue Assistant Commissioners, Amildars and Deputy Amildars will be made as heretofore under the orders of the Dewan and in consultation with the Revenue Commissioner and the Member of Council in charge. The matter will be submitted for the orders of His Highness whenever there happens to be a difference of opinion between the Dewan and the Member of Council.

(2) All *acting* appointments of Assistant Commissioners, District Exise Officers and other officers of similar grades, and *acting* appointments in all departments to posts carrying a pay not exceeding Rs. 250 *per mensem*, may be ordered under the directions of the Member concerned and the Dewan consistently with lists, previously approved by His Highness, of persons eligible for appointments to such posts.

(3) All arrangements made for the temporary charge of the offices held by the officers of the class referred to in paragraph (2) preceding may be approved by the Member of Council concerned or the Dewan as the case may be. The Dewan may be informed of the arrangement made in the former case.

(vi) Remission of all judicial sentences and disposal of memorials for mercy from persons condemned to death.

(vii) Prosecution of public servants of the grades specified in clause (v) above, in cases requiring by law the previous sanction of Government.

(viii) Questions relating to the organization of the Military force.

(ix) Changes of system, or organization, or method of realising revenue in all departments.

The Miscellaneous subjects not coming under specific departments will be classified as follows for purposes of distribution between Dewan and Members of Council:—

LIST I.—

1. Establishment of the Members of Council.
2. General and Revenue Secretariat Officers, their leave, transfers, etc.
3. General and Revenue Secretariat Establishment and Library.
4. Establishment of the Government buildings under the Chief Secretary.
5. Government Motor Cars and Establishment.
6. Reception and entertainment of important personages, Vice-regal visits, etc.
7. Arrangements for guests, etc., in connection with the Dasara and Birthday Festivities.
8. State Administration Report.
9. Representative Assembly.
10. Tours of Dewan and Members of Government.
11. Council Rules and Procedure.
12. Periodical meetings of officers, Deputy Commissioners and Heads of Departments.
13. All political questions and questions of general administration not otherwise provided for.

LIST II.—

1. Mysore Civil Service Examination and Civil Service Rules.
2. Conduct of public servants.
3. Return of dismissals.
4. Boundary questions between the City and the Civil and Military Station, Bangalore.
5. Census and Gazetteer Work.
6. Statistical Branch.
7. Routine Residency correspondence not otherwise provided for.
8. Registration of books and publications.

LIST III.—

1. Preparation and distribution of Quarterly Civil Lists and History of services of Gazetted Officers, Weekly and Monthly Volumes of Government Proceedings.
2. Applications for the supply of Government publications.
3. Preparation of the Government Calendar.
4. Applications for Government patronage.
5. Inventions and designs.
6. Travellers' Bungalows.
7. Supply of tents.

LIST IV.—

1. Mysore Local Service and Pleaders' Examinations.
2. Applications for the grant of permission under the Mysor Newspaper Regulations, etc.
3. Rewards for the destruction of wild animals.
4. Supply of clothing to menials of Government offices.

(x) Any material revision of establishment in any department.

(xi)(*a*) Contracts for the manufacture of arrack in the Central Distillery.

(xi)(*b*) All contracts other than those sanctioned under rule or the ordinary practice of any department and financial arrangements entered into by the State which are beyond the competence of the Head of a Department to deal with.

(xii) All cases the decision in which binds the Government to a particular policy and which may affect the finances to an appreciable extent in the present or the future.

(xiii) Questions of the pay and allowances or pensions of officers of any rank, if not covered by the Mysore Service Regulations.

(xiv) Grant of Muzrai honours of any description.

(xv) Sanction of honoraria or rewards to officers of Government when the amount exceeds Rs. 500.

(xvi) All cases involving refusal or withdrawal of permission, or enforcement of other penalties, under the Mysore Newspapers Regulation, 1908.

(xvii) Proposals for the transfer of the Mysore Regiments from station to station.

(xviii) Proposals for grants-in-aid of Rs. 500 or more payable for a period exceeding one year.

(xix) Applications for takavi loans, for industrial purposes, of and above Rs. 10,000.

(xx) Estimates for works costing above Rs. 25,000.

(xxi) Grant of Foreign Scholarships including free and loan scholarships.

(xxii) Deputation of officers to Foreign countries.

(xxiii) Appointment of Members to the Legislative Council, the University Council, the Senate and the Economic Development Board.

(xxiv) Mineral leases and concessions granted to companies and other bodies for developing the resources of the State which are not of an ordinary nature covered by the Departmental Rules.

(xxv) Grant of titles and medals in recognition of public services.

II.

Subsidiary Rules for the Conduct of Business in Council.

Preparation of cases.

1. (*a*) As a rule, in all important Scheduled cases, the Dewan or Member in charge of the Department concerned should prepare a note for the consideration of the Council. The note should state briefly the point or points on which a decision is required preceded by a succinct history of the case. It should contain the proposal of the authority taking the initiative under Rule II of the Rules of Business together with the observations he may deem fit to make in support of the same.

Special cases.

(*b*) In all cases in which the Dewan or Member in charge feels any doubt about the disposal, he will draw up a preliminary note for discussion in Council and have it circulated beforehand.

When once the mode of disposal of such cases is generally decided in Council, the Dewan or Member concerned will prepare a complete note and a draft order for further consideration in Council.

2. In all other cases it will be enough if the points at issue are categorically mentioned by the Member in charge or by the Secretary under his direction.

Circulation of Council cases.

3. When a case is ripe for the consideration of the Council, the Secretary concerned should forward it to the Chief Secretary for circulation, specifying whether the file should be circulated for disposal or consideration at a meeting.

4. In cases relating to Departments in the charge of the Dewan, his note will be sufficient authority for the Secretary to forward the papers for circulation.

In other cases, the Secretary concerned will, in the absence of instructions to the contrary, obtain the orders of the Dewan for the circulation of scheduled cases relating to the departments in the charge of Members of Council, after the Member has recorded his opinion, on a statement in the appended form instead of on individual

(xxvi) Unusual items of expenditure exceeding Rs. 5,000.

(xxvii) All questions of the interpretation of the Rules of Business, including cases as to which there is a doubt whether they come under the Schedule.

(xxviii) Any other matters upon which His Highness the Maharaja may wish to have the views of the Council.

files and forward the files with the Dewan's orders to the Chief Secretary for further action.

Proposal	From whom	Opinion of the Member of Council in charge	Whether the case is one for disposal by circulation or at a meeting under Rule 14, Section I	Dewan's order

5. All cases coming up for disposal before the Council will be noted in the Council Register maintained by the Chief Secretary.

6. No Council case sent for circulation will ordinarily be kept for more then five days by any Member. When cases are detained for a longer period, intimation should be given to the Chief Secretary..

7. When the Dewan or Member of Council initiating orders in a case asks a question, a reply should be obtained and submitted before the papers are passed on for further circulation If a question is asked by another Member of Council, the same procedure should be followed provided that if the question cannot be answered within the Secretariat, the Secretary should resubmit the case to the Dewan or Member initiating as the case may be before a reference is made outside the Secretariat.

Weekly meeting of Council.

8. The meetings of the Council of His Highness the Maharaja will ordinarily be held on Thursdays commencing from 12 noon.

Order of business.

9. Cases intended or reserved by the Dewan for *confidential consultation* will be taken up as soon as the meeting begins and the scheduled cases afterwards in the order of seniority of the Secretaries concerned, subject to the discretion of the Dewan.

Attendance of Secretaries at Council Meetings.

10. The Chief Secretary will have charge of the scheduled cases but all Secretaries are expected to attend the meetings of the Council, to get cases in which their Secretariat is interested promptly dealt with, particularly cases of importance, doubt, delicacy, difficulty or urgency.

11. In as many cases as possible, draft resolutions should be brought to the meeting to form a basis for consideration. This should be done by the Secretaries unless the Member of the Department concerned takes action himself. Such drafts will ordinarily be based on the recorded views of the Member of Government concerned or on standing orders, rules, or laws in force.

12. All officers of Government, who are required to attend the meetings of the Council of His Highness the Maharaja should appear in long coats.

Consideration of cases n Council meetings.

13. Members of Government will have written notes of their opinion in all cases coming up before Council. For this purpose the files required by the Members may be obtained from the Chief Secretary up to 24 hours of the Council meeting.

14. The Secretary will explain the case briefly and read out points requiring orders unless the Member himself does so.

15. The Member of Government in charge of the Department concerned will then offer his remarks on the main aspects of the case and give the lead to the discussion.

16. Thereupon each of the other Members may offer his remarks once.

17 At the discretion of the Dewan, or if the majority of the Members so desire, remarks by any Member *a second time* may be allowed.

18. Finally votes will be taken.

Drafting of Council resolutions.

19. The Chief Secretary will ordinarily draft the opinions of the Council, as soon as they are arrived at according to the opinion of the majority of the Members present at the meeting and take the initials of the Members at the meeting.

20. In intricate and difficult cases, correct notes of the opinions formed by the Council will be drawn up by the Chief Secretary and approval of the Council taken to the draft notes, as above.

21. Formal drafts of the opinions of the Council will thereafter be prepared on the basis of the above drafts and notes under the direction of the Dewan. It will ordinarily be unnecessary to circulate these drafts to the Members of Council.

22. All drafts and notes mentioned above will be reserved by the Chief Secretary.

32. This does not render unnecessary the submission of drafts of orders in suitable cases, to the Member concerned or the Dewan, as the case may be, *before the issue of orders.*

33. The Secretaries concerned should see that orders in the cases referred to above are issued at once and that the files are returned immediately after to the Chief Secretary for circulation to the Members.

34. In all other cases, the files will first be circulated to the Members of Council at headquarters and then sent to the Secretariat concerned for the issue of orders.

35. When Members are absent from headquarters, only statements of cases disposed of by the Council may be sent to them and the files containing the submission notes and His Highness' orders circulated to them on their return.

Transmission of files to Financial Secretary for information.

36. In cases in which the Financial Secretary's opinion has been recorded but is not accepted, the file containing the final orders will be sent to him for perusal and return so that he may learn the reasons for the rejection of his views.

Supplemental instructions for the quick submission of cases after consideration in Council.

37. With a view to avoid delay in the submission of cases after they are considered in Council the following instructions are issued :—

1. All cases dealt with in Council and sent to the several Secretaries or Branches of the Chief Secretariat with the resolutions of the Council for further action should be treated as *urgent.*

2. Ordinarily Council files should be submitted to the Dewan with Draft Submission Notes within a week from the date on which the cases have been dealt with in Council or circulation is completed.

3. The Council Section should watch the progress of the submission of these cases. This section will also be responsible to obtain from the Secretariats concerned information showing the pendency of the cases dealt with in Council in the form attached hereto and submit them once a week to the Dewan.

WITH COMPLIMENTS.

The Secretary to Government..... .... Department is requested to intimate the stage of pendency

of the following cases dealt with by Circulation or at the Meeting of Council held on the.....192 .

Chief Secretary to Government.

Subject	Date when file was sent with extract of resolutions or after circulation	In cases in which Financial Secretary has to be consulted		Date of submission to Member of Council with D. F. N.	Date of submission to Dewan with D. S. N.	Remarks
		Date of sending to Financial Secretary	Date of receipt from Financial Secretary			

4. After each Council Meeting the above form with the subjects dealt with by the Council noted therein will be forwarded to each Secretary to Government who will be requested to intimate the stage of pendency of such cases to the Chief Secretary to Government so as to reach him every Wednesday morning. These statements will be consolidated in the Council Section and submitted to the Dewan the same evening.

23. As soon as circulation is complete and the opinion of the Council is recorded the file will be forwarded to the Secretary in the department concerned for transmission if need be to the Financial Secretary under Standing Orders and for submission to the Dewan or Member in charge.

Transmission of cases with Council resolutions to the Secretaries concerned.

24. In cases appertaining to the departments under the control of the Members the Secretary concerned will submit the files to the Member for a final note summing up the case.

Final note on Council cases by Members.

25. The papers with the final note will then be sent to the Dewan who will submit the same for the orders of His Highness the Maharaja with such observations as he may see fit to add.

Submission of Council cases to Dewan and H.H. the Maharaja.

26. In cases appertaining to the departments under the control of the Dewan, the papers will be submitted to the Dewan with a draft submission note.

27. Draft submission notes in all ordinary cases may be caused to be prepared in the Branches of the General and Revenue Secretariat or other Secretariat concerned.

Preparation of draft submission notes.

28. In all emergent cases, the case-work Secretariat officers concerned will themselves propose such drafts under the instructions of the Chief Secretary so far as the General and Revenue Secretariat is concerned.

29. In all strictly confidential cases, this work will, as a rule, be attended to by the Chief Secretary himself.

30. Council cases received with His Highness' orders will be returned to the Chief Secretary who will, after having a note of disposal made in the Council Registers, forward them to the Secretaries concerned for further action.

Return of Council cases with His Highness' orders.

31. All urgent or confidential files returned with His Highness' orders may, in the absence of instructions or indications to the contrary, be ordinarily circulated to the Members of Council for perusal *after the issue of orders*.

Issue of orders and circulation of files to Members.

III.

Rules for submission of Cases to the Extraordinary Member of Council.

The following special rules are laid down for the submission and circulation of cases to His Highness the Yuvaraja as Extraordinary Member of Council:—

1. His Highness the Yuvaraja, as Extraordinary Member of Council, will be in charge of the Military Department, and, all cases of that department will be submitted to him under the Rules of Business.

Minor cases, such as the Secretary is empowered to deal with, will continue to be disposed of by him. In the absence of His Highness the Yuvaraja, urgent cases may be dealt with by one of the other Members of Council.

2. The Agenda for all Meetings of the Council will be circulated to the Extraordinary Member for information.

3. (*a*) Council cases of the Military Department in which the opinion of the Extraordinary Member is agreed to in Council will be submitted by the Dewan to His Highness the Maharaja. No final note will be required in such cases, but the recommendations of the Extraordinary Member will be embodied in the Dewan's submission note.

(*b*) When there is any difference of opinion in such cases between the Extraordinary Member and the Council, or when the Dewan differs from the Council, or from the Extraordinary Member, the Dewan will submit the case with his remarks, confidentially, to His Highness the Maharaja, through His Highness the Yuvaraja.

4. All other Council cases will, after being circulated to the other Members of Council, be circulated to the Extraordinary Member, except in urgent cases, when such circulation may not be possible. A statement of such urgent cases will be sent, as soon as possible, to His Highness the Yuvaraja.

5. A copy of the proceedings of the Council meetings will also be submitted to the Extraordinary Member soon after each meeting.

IV.

Responsibilities of Members of Government.

1. Each Member of Council will be assigned, or if not specifically assigned, is expected to ask for, a satisfactory percentage of the work of the Secretariats and will hold himself responsible for its disposal. Disposal of cases.

2. Each Member of Council is expected to satisfy himself that cases in the Secretariat are disposed of with due promptitude. All Government Orders, except those of a routine character, should be scrutinised and approved by the Member and important ones revised or, if necessary, drafted by him.

3. It is desirable that each Member of Council should accept responsibility for the correctness and finish of every important Government Order relating to the department in his charge, which is likely to elicit public criticism. Correctness o orders.

4. The initiation of new measures for the improvement of the departments in his charge and the elaboration of schemes initiated by the Head of the Department concerned or by Government shall vest in the Member of Council, without prejudice, however, to the powers of initiative vesting in the Dewan, and he will be expected to prepare alternative proposals, if necessary, and pursue the subject till a formal resolution embodying a decision on the subject is placed on record. As a rule before details of new schemes are worked out the main outlines should be approved and administrative sanction accorded by Government. Initiation o new measure and schemes.

5. Notes, memoranda, etc., of a Member of Council if strongly worded or of a highly controversial character, will be sent to the Dewan direct. Such papers will be circulated to the other Members of Council either by the Dewan or with his permission by the initiating Member himself and then returned to the Dewan for submission to His Highness the Maharaja. After orders are passed by His Highness, the decision will be communicated to the Secretary concerned. "Secret" cases.

All such papers should invariably be circulated in

sealed covers bearing the superscription, "Secret—to be opened only by the Dewan and Members of Council," which should be opened only by the Member of Government to whom they are addressed. They should also be finally recorded in sealed covers superscribed as above.

List of important questions.

6. Members should maintain, with the help of the Secretaries to Government, lists of a dozen or more questions at a time under "Organisation and Development" and "Departmental questions." Under the latter head should be included all questions of doubt, delicacy or difficulty, grievances and irregularities causing anxiety to Government and important appointments requiring attention within the coming six months.

Supervision over Depts.

7. Each Member of Council is expected to maintain constant touch with, and close and active supervision over, the affairs of the departments under his control.

8 In order to ensure speedy and satisfactory transaction of business, each Member may arrange to meet frequently Heads of Departments and without committing Government in important matters, discuss with them all questions in which difficulties may have arisen or may be foreseen.

Half-yearly Reports.

9. Once every half year in the months of January and July a Member of Council will submit to His Highness, through the Dewan, a report for every department in his charge, showing the following particulars:—

(1) Important measures undertaken during the half-year under report.

(2) General state of work and efficiency of the department during the half-year under report.

(3) Important measures requiring attention during the coming half-year and action that is being taken in respect of them.

(4) Important appointments to be made during the coming half-year and steps taken to make the best selections possible.

(5) Any other observations and suggestions relating to the future working of the department.

(The report will be written in a narrative form under each head for each department).

10. The entire work of the Members of Council whether at headquarters or on tour should be performed with a view to close co-operation in the general work of the administration and to further the intentions which the Government as a whole may have in view.

6. Cases returned with the orders of His Highness the Maharaja need not be recirculated to the Extraordinary Member, but a statement in the form appended will be submitted to him and any file specially required by him for perusal may be sent to him after the issue of orders, under the Dewan's orders.

STATEMENT OF CASES RECEIVED WITH THE ORDERS OF HIS HIGHNESS THE MAHARAJA DURING THE WEEK ENDING.....192

Serial No.	Subject	Recommendation of Council	Dewan's recommendation	Orders of His Highness	Orders regarding submission of files

11. Members of Council are expected to undertake tours for the investigation of any specific questions on the spot or for the inspection of any particular taluk, locality or institution, as may be considered necessary. The duration of such tours will ordinarily be limited to about two months in a year. Tours.

12. In order that business at headquarters may not suffer, such tours may be undertaken in consultation with the Dewan. When a Member of Council proceeds on tour, he should furnish to the Dewan for submission to His Highness the Maharaja, a statement showing—

(i) the object and definite purpose of the tour, and

(ii) its duration.

13. The tour notes of Members may be prepared in different parts, according to the nature of the subjects dealt with, as indicated below: — Tour Notes.

(*a*) Part I may contain general observations, criticisms, etc., of the Member on subjects relating to the work of the offices and institutions of the departments *in his charge*, but not observations raising large questions of policy, and Part II may include the Member's comments on the work of individual officers belonging to such departments.

(*b*) Observations, criticisms and suggestions, if any,

(i) referring to matters relating to departments in the charge of other Members, or

(ii) raising general questions of policy regarding the administration of any department,

which the Member may desire to make as a result of his inspections should form distinct parts (Parts III and IV, respectively) of the tour notes, to be dealt with separately in the manner provided in the next rule.

14. (*a*) Action on individual subjects dealt with in Parts I and II may be taken in the usual course under the rules laid down in Section I of this manual according as the matters are scheduled or non-scheduled.

(*b*) The issue of tour notes as a whole will be treated as falling under proviso (i) to Rule 3 of the Rules prescribed in Section I.

(*c*) After such issue is approved by the Dewan—

Part I of the notes may be printed and placed at the disposal of the Press, at the discretion of the Member;

the contents of Part II may be confidentially communicated to the officers concerned

LIST OF OFFICES AND INSTITUTIONS TO BE INSPECTED.

General Administration

1. General and Revenue Secretariat.

Financial Department.

2. Comptroller's Office.
3. Insurance Secretary's Office.

Revenue Department.

4. Revenue Commissoner's Office.
5. Office of the Superintendent, Revenue Survey.
6. " Deputy "
7. " Excise Commissioner.
8. " Conservator of Forests.
9. " Commissioner of Stamps.
10. " Superintendent of Stamps.
11. " Superintendent, Stamp Manufactory.
12. " Deputy Commissioners of Districts.
13. " Inspector-General of Registration.

Protection.

14. Office of the Inspector-General of Police.
15. Police Training School.
16. Office of the Chief Commandant, Mysore State Troops
17. Imperial Service Lancers and Transport Corps.
18. Mysore Infantry.
19. Mysore Cavalry.
20. Kunigal Stud Farm.
21. Military Stores.
22. Senior Surgeon's Office.
23. Victoria Hospital, Bangalore.
24. Ophthalmic Hospital, Bangalore.
25. Maternity Hospital Bangalore.
26. Lunatic and Leper Asylums, Bangalore.
27. Medical School, Bangalore.
28. Medical Stores.
29. Krishnarajendra Hospital, Mysore.
30. Vani Vilas Hospital, Mysore.
31. Sanitary Commissioner's Office.
32. Vaccine Institute.
33. Office of the Inspector-General of Prisons.
34. Central Jail, Bangalore.
35. District Jail, Mysore.

through the respective Heads of Departments;

Part III may be referred to the Members of Council concerned for perusal and for such action as they may deem fit to take; and the points raised in Part IV will be considered in Council.

Inspection.

15. With a view to provide for the systematic inspection of important public offices and institutions by the Members of Government so as to enable them to keep themselves in close touch with the affairs of their respective departments, the following arrangements are prescribed;—

(1) Each Member of Government may, in consultation with the Dewan and in accordance with the rules regarding tours of Members, inspect some of the offices included in the list printed below and pertaining to the departments in his charge according to necessity and expediency.

(2) Only the more important offices and institutions to be inspected are specified in the list printed below, and others not included in it may be inspected as occasion may require. The inspection of District Offices will be distributed between the Dewan and the Members of Council.

(3) The points receiving special attention at these inspections will be:—

(*a*) the observance of the policy laid down by Government in respect of the administration of the department and the attention given to the progress of special schemes,

(*b*) the observance of the various Rules, Codes, Manuals, etc., prescribed by Government for promoting efficiency,

(*c*) the general state of routine business,

(*d*) the progress of departmental or technical work, and

(*e*) the arrangements in vogue for encouraging original work by the officers of the department,

(4) The notes of special inspection may be prepared on the lines indicated, and dealt with in accordance with the procedure laid down, in Rules 11 to 14.

(5) The services of the Efficiency Audit or other Secretariat Officer may also be utilised in accordance with Government Order No. G. 5924-72—G. M. 259-13-18, dated the 3rd February 1914, for such assistance as may be required in connection with these inspections.

Development, Moral and Material.

36. Offices of the Inspector-General of Education and of Educational Institutions generally.
37. Chamarajendra Technical Institute, Mysore.
38. Office of the Director of Agriculture.
39. Agricultural School.
40. Hebbal Farm.
41. Office of the Director of Industries and Commerce.
42. Sandal Oil Factories at Bangalore and Mysore and other large industrial concerns under Government management.
43. Office of the Registrar of Co-operative Societies.

Technical Departments.

44. Office of the Secretary, Public Works Department and Chief Engineer.
45. Office of the Superintending Engineer, Krishnarajasagara Works.
46. Office of the Secretary for Railways and Agent, Mysore State Railways.
47. Office of the Director of Mines and Geology.

Miscellaneous.

48. Muzrai Superintendent's Office.
49. Government Press.
50. Government Stationery Depot.
51. Office of the Superintendent, Government Gardens.
52. Government Museum.

V.

Disposal of Routine Cases by Secretaries.

The following list comprises routine cases which may be disposed of by the Secretaries on their own responsibility, when they are covered by rule or precedent, do not involve the overruling of the Head of any Department and raise no points of delicacy or exceptional importance. A Member of Council may call for and examine the records of any case or cases disposed of by the Secretaries in the Departments in his charge.

1. Sanction of pensions except political pensions. — 1. Financial.
2. Grant of advances for the purchase of motor cars and house-building.

Sanction to commutations of pension in the case of individual officers when there are no points of doubt.

3. Revision of Potgi to village officers under the standing orders. — 2. Revenue
4. Appropriation of lands from one purpose to another except in the case of forming new village sites.
5. Reports of accidental fires except when relief on a large scale is necessary and when loss of human life is reported.
6. Appointment of members to Tank Panchayets, the constitution of which has been sanctioned by Government.
7. Sanction to proposals of the Chief Court for investiture of officers with Magisterial powers. — 3. Judicial.
8. Cases of extradition not involving important points.
9. Advances for recovering institution fee in pauper suits.
10. Writing off irrecoverable institution fee in pauper suits.
11. Fee bills of Public Prosecutors not provided for in the rules of 1904.
12. Sanction to prosecution in Infant Marriage cases (unless the proposal is to be rejected). — 4. Police.
13. Sanction to the acceptance by the Police of rewards offered by private persons.
14. Disposal of references under Rule 19 of the Arms Rules. — 5. Prisons.
15. Entertainment of temporary warders not falling within the powers of the Inspector-General of Prisons (Sections 170 and 171 of the Jail Manual).
16. Sanction to accept presents offered by the public to medical officers and subordinates. — 6. Medical.
17. References relating to pupil Sub-Assistant Surgeons including entertainment of passed medical pupils.
18. Indents for midwifery articles.
19. Confirmation of Sub-Assistant Surgeons at the end of the period of probation provided their service is approved.

55. Applications for sanction to reappropriate funds.
56. Purchase of books and permission to subscribe for periodicals.
57. Charge allowance to minor officials.
58. Purchase of furniture and of departmental requisites, ink for Stamp Manufactury, implements for Agricultural Departments, maps and instruments for Education Department, etc., when the expenditure involved, does not exceed Rs. 100.
59. Supply of clothing to menials.
60. Contingent bills.
61. Payment of arrear claims such as pay, allowances, grants to Muzrai and Educational Institutions.
62. Writing off arrears of irrecoverable revenue under all heads up to a limit of Rs. 1,000 and irrecoverable arrears of house-building advances and of site value where the arrear does not exceed Rs. 100.
63. Refunds.
64. Sanction of advances to be adjusted within one year.
65. Disposal of routine returns, such as return of horses and saddlery, report of transfer of charge, statement of lands held by revenue officers, etc.
66. Casual leave to Deputy Commissioners in emergent cases and privilege leave up to 15 days to Assistant Commissioners and officers of similar status when no conseqnential posting or acting arrangements are needed. Short leave to Non-Gazetted officers in the same circumstances. Permission to utilise holidays and petty additions to leave already sanctioned by competent authority.
67. Sanction of appointment of persons over 25 years of age to clerical service and also to appointments of teachers whose pay is less than Rs. 100 per mensem.
68. Sanction to acquisition of lands for Government, Municipal Councils, Trust Board or Companies.
69. Claims for compensation for lands taken up.
70. Sanction to transfer of officials from Local Fund to other departments and *vice versa*.
71. Sanction to the acceptance of tenders free from doubt or difficulty except in cases falling under Official Memorandum No. Fl. 5588-95, dated 25th April 1916.
72. Applications from Non-Gazetted officers for changing their names.
73. Alteration of the date of birth of Non-Gazetted Officers.
74. Power to call for necessary information in regard to any matter which is or has been before Government.
75. Powers to issue orders in all cases minuted upon by the Members of Government without submitting drafts to them unless specially ordered to do so.

This does not dispense with the necessity of obtaining the approval of the respective Members of Government to drafts of orders that are important or are likely to elicit public criticism. All such drafts should invariably be submitted before issue to the Members of Government concerned for approval or for such scrutiny as they may deem fit to make.

76. Generally all other powers now exercised by the Secretaries in practice.

VI.

Miscellaneous.

(*i*) *Rules for preserving Secrecy in Strictly Confidential Cases.*

Strictly confidential cases.

1. Papers in which extreme secrecy is necessary or desirable will be marked "Strictly Confidential" by the Dewan or Member or Secretary concerned.

2. No officials may be allowed to see such papers until the need for extreme secrecy ceases.

3. Such files or papers should ordinarily be sent to Members of Council and Dewan in boxes duly locked.

4. For this purpose the Dewan and Members of Council should each be supplied with a suitable box, the duplicate key of which will remain with the Secretary. Similarly, the duplicate key of each box kept by the Secretary with himself for submission to the Dewan and Members of Council, should remain with each of the latter.

5. The boxes should be immediately returned to the Dewan or Member or Secretary as the case may be, after removal of the papers contained therein for necessary action.

6. It is only when a box is not available or the papers are few that strictly confidential documents may be sent in sealed covers.

(*ii*) *Rules for delaing with Confidential Reports about Graded Officers.*

Confidential Reports.

1. The cover containing the reports from the Heads of Departments shall be opened by the Chief Secretary himself.

2. The reports will then be checked and steps taken to obtain those that may yet be due.

3. As soon as all the reports due are received and checked, they should be placed in an almirah specially set apart for the purpose in the Chief Secretary's room arranged according to departments.

4. Absolute secrecy should be maintained about the contents of confidential reports.

20. Constitution of a Board for the examination of medical officers and subordinates in colloquial Kannada.

7. Sanitary.

21. Sanction of plague expenditure (including supply of shed materials).

22. Sanction to declare vaccination compulsory when the proposal emanates from the local body or is supported by it.

8. Economic Conference.

23. Formation of Progress Committees.

24. Appointment of members of Progress Committees.

9. Local and Municipal.

25. Appointment of Taluk Board members.

26. Establishment and transfer of cattle pounds.

27. Change of union limits.

28. Farming out collection of fees in Jatras.

29. Sanction of extraordinary expenditure up to Rs. 50 in the case of City Municipal Councils, under Section 56 (L) of the Municipal Regulation.

30. Reports on cattle shows and exhibitions.

31. Supply of Amrut Mahal Bulls to District Boards at concession rates.

10. Muzrai.

32. Sanction of petty expenditure (not exceeding Rs. 100 in each case) in connection with Muzrai Institutions.

33. Sanction of estimates of minor repairs to Muzrai Institutions.

34. Sanction and notification of appointments of Dharmadarsis of Minor Muzrai Institutions.

35. Revision of the scales of income and expenditure of minor Muzrai Institutions.

36. Leases of temple lands in cases where the Deputy Commissioner's recommendation is accepted.

11. Press and Stationery.

37. Purchase of Press requisites and stationery above Rs. 50 and below Rs. 500.

38. Advance of Rs. 500 to the Press Superintendent during the Dasara and Birthday Sessions for printing works.

39. Sanction to the printing of forms and registers required by the departments.

40. Permission for the execution of private works in Government Press.

41. Sanction to the execution of special printing works for Government departments.

42. Sanction to the issue of stationery to new offices.

43. Sanction to purchase outside the annual contracts.

44. Sanction to the purchase of overmakes of watermarked paper.

45. Disposal of applications for the loan of type, paper, etc.

46. Sanction of expenditure on account of advertisements.

47. Free supply of the copies of the Gazette and Civil List.

12. Gardens.

48. Horticultural shows. Approval of the prospectuses and selection of Judges.

49. Approval to the execution of improvements to Government Gardens when the estimate does not exceed Rs. 500.

13. Museum.

50. Sanction to the purchase of specimens costing not more than Rs. 100 individually.

14. Archæology.

51. Free supply of Government publications to oriental scholars

15. General.

52. Repair and renewal of tents supplied to officers.

53. Travelling allowance for halts exceeding 10 days.

54. Travelling allowance bills.

5 They may be circulated to the Members of Government in boxes duly locked, whenever necessary, but should ordinarily be brought up by the Chief Secretary for being read at the meeting of the Council with whose remarks the reports will be submitted to His Highness in sealed covers.

6. Each report should, on return from His Highness, be caused to be stitched in a special file cover in the presence of the Chief Secretary. The reports should be duly numbered and placed in the almirah arranged by departments.

7. A register of such files should also be maintained and kept in the almirah. All the reports received from time to time about the same officer should be filed together in one and the same cover.

8. Whenever a collection of such reports is removed from the almirah for purposes of reference, a slip should invariably be kept in its place, indicating the case for which it is removed.

9. Under no circumstances should any such report be put up with current files without being properly sealed.

10. The sealed covers may be opened only by the Members of Government and the Secretary who, after perusing the reports should re-seal them.

11. A slip in the accompanying form should be attached to each cover which should bear the initials of every officer perusing the reports contained therein and also the date of such perusal.

Initials of the authority or officer perusing the reports	Date of perusal and resealing

12. As soon as the reports have served their intended purpose, they should be duly restored and the requisition slip removed.

13. The reports should be in the personal charge of the Chief Secretary, who may avail himself of the assistance of a selected officer of the Secretariat for arranging all details of the work connected with the preservation and safe custody of the reports.

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